

## INSTRUCTIONS FOR ORDERING FORMS CHILD CARE

The licensing rules require that some of the forms listed below be used; other forms, while not required to be used, are designed to contain all the information required by the licensing rules and are recommended for use by child care providers. The majority of the forms on the following list are available in pdf fillable or print-on-demand format on the DHFS/DCFS/BRL website at [dhfs.wisconsin.gov/rl\\_dcms/INDEX.HTM](http://dhfs.wisconsin.gov/rl_dcms/INDEX.HTM). If you do not have access to the Internet or if the form you want is not available, a Forms/Publications Requisition, DMT-25, should be filled out in order to receive any of the forms on the list below. **Only one copy of each form will be sent.** Forms may be reproduced as needed. To avoid problems with filling the request, be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition. This information must be provided in order for the request to be filled. The completed Forms / Publications Requisitions should be sent to the following address:

Department of Health and Family Services  
Division of Children and Family Services  
Forms Manager  
P.O. Box 8916  
Madison, WI 53708-8916

<b>FORM #</b>	<b>FORM TITLE</b>	<b>REQUIRED</b>
CFS-0052	Vehicle Safety Inspection	FCC & GCC
CFS-0053	Child Care Staff Record	FCC
CFS-0053A	Child Care Staff Continuing Education Record	
CFS-0054	Child Care Provider Staff Health Report	FCC & GCC
CFS-0055	Child Care Accident Report	
CFS-0056	Child Care Center Transportation Permission	
CFS-0057	Child Care Informed Consent for Observation or Testing by an Outside Agency	
CFS-0058	Child Care Field Trip or Other Activity Notification / Permission	
CFS-0058A	Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños	
CFS-0059	Authorization to Administer Medication	
CFS-0059A	Autorización Para Administrar Medicamentos	
CFS-0060	Child Health Report - In-Home, Family Child Care, Child Care Centers	FCC & GCC
CFS-0060A	Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal	
CFS-0061	Child Care Intake for Child Under 2 Years	FCC
CFS-0062	Child Care Child Enrollment and Health History	FCC
CFS-0062A	Matriculación de Niños en Guarderías e Historia de Salud	
CFS-0078	Child Care Staff-Child Ratio Worksheet - Group Child Care Centers	
CFS-0104	Child Care School-Age Agreement (Reverse side of CFS-56)	
CFS-0460	Family Child Care Center Fire and Safety Report	
CFS-0462	Family Child Care Center Compliance Study	
CFS-0543	Group Child Care Center Fire and Safety Checklist	
CFS-0865	Child Care Center Safety Checklist	
CFS-1675	Child Care Child Record Checklist	
CFS-1675A	Group Child Care Staff Record Checklist	
CFS-2026	Group Child Care Staff Orientation Checklist	
CFS-2027	Group Child Care Volunteer Training Confirmation	
CFS-2048	Group Child Care Policy Checklist	GCC
DMT-0025	Forms / Publications Requisition	FCC & GCC
DPH-4192	Child Care Immunization Record	FCC & GCC
DPH-4192S	Registro De Immunizacion Para Guardería de Niños	
HFS-0064	Background Information Disclosure	FCC & GCC